

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
October 23, 2014 5:30 pm
Board Room, Grand County Public Library

In attendance for the October 23, 2014 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Chad Niehaus, Mary Hofhine, Katie Stevens, and Susan Roche. Also present were Carrie Valdes, Library Director, Meghan Flynn, Head of Adult Services (minutes). Rob Magleby, Ken Ballantyne, and Sarah Stalpes were absent. Kathleen McHugh arrived at 5:35 pm.

Chad Niehaus called the meeting to order at 5:30 pm.

Approval of the minutes for the August 7, 2014 meeting was discussed. Katie Stevens made a motion to approve the minutes as presented. Susan Roche seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no citizens to be heard.

Carrie reviewed the Director's Report that was passed out at the meeting. She reported that the Children's summer reading program was a great success this year.

Kathleen McHugh arrived at 5:35 pm.

Carrie continued the Director's Report and reviewed year-to-date library statistics. Kathleen McHugh asked Carrie about her recent visit to the Castle Valley Library. Carrie told the Board about her visit and added that staff are working to increase services to the Castle Valley Library.

The Director's Report was continued via computer demonstration. Carrie demonstrated to the Board that OverDrive ebooks and eaudiobooks have been added to the library's catalog. She also showed the Board the Library's new website and highlighted online forms, access to digital magazines, and the availability of research databases. Susan Roche asked if an online meeting room application needs to be filled out every time a group wants to reserve a room. Carrie answered that every meeting room use must have an associated form, but multiple dates can be reserved on one electronic form. Katie Stevens asked if the Library would still accept a paper meeting room application. Carrie answered that all newly submitted forms must be electronic. Discussion followed.

Carrie concluded the Director's Report and told the Board about current and upcoming repair projects, plans to celebrate the library's centennial year in 2015, and upcoming library closures.

The Board moved on to Old Business. The first item on the agenda under Old Business was discussion and consideration of approval of a revised Grand County Public Library Meeting Room Reservation Policy. Carrie explained that the suggested edits accommodate the switch to

electronic meeting room reservation forms, and more accurately reflect how walk in users are handled. Discussion followed. Katie Stevens made a motion to approve the Meeting Room Reservation Policy as presented. Kathleen McHugh seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was review and consideration of re-approval of the Policy and Protocol Regarding Privacy of Library Records and Seizure of Library Collections. Carrie explained that no changes to the policy were recommended, and at this time the policy has never been implemented. Katie Stevens made a motion to re-approve the policy as presented. Mary Hofhine seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Programming Policy. Carrie explained that no changes were recommended and that the current policy has worked well. Discussion followed. Katie Stevens made a motion to re-approve the Grand County Public Library Programming Policy as presented. Kathleen McHugh seconded the motion and it passed unanimously.

The fourth item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Computer Use Policy. No changes were recommended. Discussion followed. Katie Stevens made a motion to re-approve the Grand County Public Library Computer Use Policy as presented. Mary Hofhine seconded the motion and it passed unanimously.

The Board moved on to New Business. The first item on the agenda under New Business was Discussion of the 2015 Budget. Carrie pointed out that the agenda packet for October's board meeting included budget information that showed 2013 actual revenues and expenditures, current revenues and expenditures for 2014, the approved budget for 2014 including modifications, and the requested library budget for 2015. She explained that the largest revenue source is Grand County property taxes and the largest expenditure is library salaries and benefits. Carrie told the board that the requested library budget for 2015 is based on dollar amounts that the County Clerk has projected for next year. The library had been budgeted to take approximately \$82,000 out of the fund balance for 2014. Instead it is likely that approximately \$4,000 will be contributed to the fund balance. Property taxes are due in November and final numbers will be available after that time.

Carrie moved on to review the Salaries and Benefits line items for the 2015 budget. At this time Grand County has not received a benefits renewal quote, but the Human Resources department is anticipating a 19% increase in benefits costs. Carrie explained that the Salaries and Benefits line items, when added together, are likely an adequate amount assuming that the 19% increase to benefits estimate is correct. Kathleen McHugh asked what the estimated increase in benefits was last year. Discussion followed.

Carrie informed the Board that the only other library line items showing an increase in 2015 are Utilities and Grant Match. The Utilities line item has been increased 10% to \$33,000 to accommodate an increase in utility costs. The Grant Match line item has been increased to \$10,000. The increase is intended to accommodate a potential 2015 LSTA federal grant match

requirement. Discussion followed. Kathleen McHugh asked a question about the Technical Services budget line item. Carrie explained that it covers library software and she anticipates that all monies allocated to Technical Services in 2014 will be spent.

Carrie moved the budget discussion on to the Fund Balance Worksheet that was included in October's agenda packet. According to Utah State law, the library may not have more than 50% of annual revenues in the fund balance. Depending on actual numbers, money from the fund balance may be moved into the capital projects account to accommodate Utah State law. Capital projects money could then potentially be used to fix the floor of the library's lobby. Discussion followed.

At this time, the 2015 library budget is estimating a withdrawal from the fund balance of \$60,000. Carrie pointed out that the 2014 library budget estimated a fund balance withdrawal of \$82,000; however, a contribution to the fund will happen in 2014 instead. It is likely that a \$60,000 withdrawal from the fund balance will not be necessary in 2015. Discussion followed. Chad Niehaus asked how the Library Board should proceed with the 2015 budget process. Carrie answered that the Library Board is an advisory board to the County Council and will recommend a 2015 library budget to the Council for approval. More discussion followed.

The second item on the agenda under New Business was Discussion of the 2015 Board Vacancies. Katie Stevens will be at the end of her second term as a board member as of December 31, 2014. The two year high school representative position, currently held by Sarah Stalpes, will also be vacant at the end of December. Carrie told the board that, with their approval, she would like to fill the high school board member position again. Discussion followed. The Board decided that they would like to continue with the high school board member position.

The next item on the agenda was Board Member Reports. There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. There was no discussion of future agenda items.

A closed session was not needed. Chad adjourned the meeting at 6:40 pm.